Budget Advisory Committee Meeting
October 16, 2023
562 Winterbrook Rd., Campton, NH 03223

Called to order at 4:02 p.m.

Attendees: Management - Ron Beard, MRI Consultant – Rita Donaldson
Committee Members – Mark Canfield, Dave Spinney, Denise Bujalski, Rob Diefenbach, Bill Mitchell (Via Zoom)
Zoom: Ned McElroy, Gerry Panuczak, Nancy Seward, Linda Ivers and others.

A quorum was obtained and the meeting was opened by Mr. Canfield. The first item on agenda was designation of a minute's taker and Ms. Bujalski volunteered. This led to a discussion of WEVD implementing a more standardized form for committee minutes and Mr. Spinney requested Maureen Patti and Allison Smith be placed on the next week's agenda to explain in more detail.

The second agenda item was election of committee chair. Mark Canfield was nominated by Ms. Bujalski and seconded by Mr. Spinney. All committee members voted yes and Mr. Canfield accepted. The BAC 2024 Budget Year Calendar was presented, Mr. Spinney made a motion to adopt, seconded by Mr. Diefenbach, and was accepted by all members. A copy is attached to these minutes.

Mr. Diefenbach discussed his YTD budget analysis and noted that he has had trouble incorporating historical numbers from the new software into his analysis. Mr. Beard said he would set up meeting with the software people to help with this issue.

In the coming weeks, the committee will be discussing unfavorable budget variances with the department leads, using the parameters of over $10,000 or 5% change in any line item. Mr. Canfield asked all committee members to forward any questions to him and he would pass them onto Mr. Beard so he can prepare for the discussion. Water and roads department head will be attending next week's meeting.

Mr. Spinney was asked if the Commissioners were planning on any significant budget changes for the year. He stated a 5% (COLA) was being discussed. Otherwise, the plan is status quo for any bigger projects. Mr. Spinney also mentioned the Commissioners are in negotiations with WEA regarding the RMA and this should be available the first week in November.

The committee commended the improvements in the reports being derived with the new software. Ms. Donaldson noted the main issue was charges not being placed to the appropriate accounts. Water and roads is also a challenge because they overlap so much but are two differently funded accounts.

The meeting was opened for questions from those attending via Zoom. Mr. McElroy emphasized the need for the capital reserve to be funded more fully. Ms. Seward noted she and WEA are happy that expenses are better defined. Mr. Panuczak noted the Amenities Profitability Committee was meeting on Thursday evening and invited all to attend as they were expecting the report from the hired consultant.

The meeting was adjourned at 5:12 p.m.

Respectfully submitted,
Denise Bujalski

2024 WEVD Budget Season Calendar

Meetings held Mondays a 4:00 PM

Committee Goal

December 15: Committee makes formal recommendations on the budget to the Commissioners.

Oct 16

Objective: evaluate financial report's variances to budget (over/under 5%) and to identify possible causes. List variances by major department and communicate these to the department leads for further investigation and explanation at a future meeting date.

Discuss budget percentage change targets and goals for 2024 (Commissioners are welcome to attend this meeting and to provide input on their thoughts on reasonable future cost increase percentage)

Financial Reports ending September 30th (this will require serious effort to input all incurred expenses and revenues collected)

Oct 23

Objective: Meet with Road and Water Lead, discuss status of the current budgets, outline plans for addressing both favorable and unfavorable variances, and discuss the opportunities and challenges they see for 2023. Discuss budget percentage change targets and goals for 2023

Oct 30

Objective: Meet with Building and Maintenance Leads, discuss status of the current budgets, outline plans for addressing both favorable and unfavorable variances, and discuss the opportunities and challenges they see for 2023. Discuss budget percentage change targets and goals for 2023

Nov 6

Meet with WEA Board to discuss their budget year plans and determine the sum of monies to be paid to the District as "rent" to cover fixed and variable expenses associated with recreational services expected to be provided in 2024.

Nov 14

Objective: Meet with General Management, discuss the status of the current budgets, outline plans for addressing both favorable and unfavorable expected variances, update with the most current completed month (October?) financials, and discuss the

opportunities and challenges management sees for 2023. Of particular interest will be the variable cost estimates for utilities, how and why they are impacted by WEVD and WEA activities. We should have historic facilities use data such as 2022 and 2023 hours of operation, number of clients served, and include special events descriptions held which may have exceeded normal operating hours and expected facilities use such as kitchen operation. Heating (BTUs) and cooling costs for the community center and pool and hot tub operating and heating expenses should be calculated. We want these assignments to be as accurate as possible and substantiated in order for all to understand what is behind the recommended percentages. How do these data driven apportionments compare to the 2023 apportionments? This is an important meeting and could have WEA Board members present.

Nov 20

Objective: Review the first draft of the FY budget and assess appropriateness of the planned expenditures based on previous meeting discussions. Leads may be present to defend their positions if necessary.

Nov 27

Objective: Review the final proposed budget and determine consensus of the committee members on recommending the budget.

Dec 4

Objective: Assemble committee's formal recommendations for delivery to the commission.